

**TOWN OF EASTHAM
JOB OPPORTUNITY**

**INTERNAL/EXTERNAL
POSTING**

**TOWN OF EASTHAM
ADMINISTRATION/HR OFFICE ASSISTANT IV**

The Town of Eastham seeks full-time (35 hrs/week) Human Resource/Office Assistant IV for the town's Administration Department. Mon-Fri. 8am-4pm. Must be organized, detail oriented, with strong customer service, problem solving and computer skills. Requires experience in busy office environment, municipal experience preferred, prior HR experience desirable. Hourly rate: \$23.77. CORI, pre-employment physical / drug test required.

Town Application and job description available at www.eastham-ma.gov. Send cover letter, application and resume to: Laurie Gillespie-Lee, Town of Eastham, 2500 State Highway, Eastham, MA 02642 by Tuesday, May 17, 2016.

AA/EOE